



2016 VENDOR INFORMATION PACKET

Leander Liberty Fest is on Sunday, July 3rd, 2016 from 5pm to 10pm.

REGISTRATION

Vendor Applications are accepted on a first come first serve basis. Questions regarding acceptable items/activities can be sent to Megan Pumphrey at mpumphrey@leandertx.gov or call 512-528-2994.

Vendor Registration Methods		
By Mail: Leander Parks and Recreation ATTN: Liberty Fest Vendor App PO Box 319 Leander, TX 78646	In Person: Monday - Friday 8am-Noon & 1pm-5pm Leander Parks and Recreation Office 406 Municipal Dr., Leander, TX 78641	By Email: mpumphrey@leandertx.gov (Emailed applications, if approved, will be processed and you will receive a link to complete payment online.)

- *We accept Cash, Check (made out to "City of Leander"), and Credit Card (Visa, MasterCard, Discover).*
- *Vendor Applications must be received by 5pm on June 24th, 2016. No applications will be accepted after date. Cancellations must be made before NOON on June 26th. "No-show" vendors will not be refunded.*
- *All vendors must make application, pay applicable fees and gain approval prior to 5pm on June 26th, 2016.*

VENDOR FEES

Not-for Profit Groups - \$60

Private Businesses/Individuals - \$110

The City agrees to provide a space of 15ft X 15ft (Depth) for approved vendors. Vendors must provide all necessary supplies and materials for their space, including tents, tables, and chairs ect. Food Trucks and Trailers are required to purchase 2 vendor spaces.

GENERAL INFORMATION

- All approved vendors that have completed the registration process will receive an email the week before the event outlining pertinent details.
- *The week of the event* all vendors will need to pick up their vendor packets from the Leander Parks and Recreation Office located at 406 Municipal Drive, Leander TX 78641. (June 27th to July 1st from 8am to 5pm).
- Vendor locations and space numbers *will not be released until the day of the event* due to possible layout changes.
- The City reserves the right to accept or reject any applicant. *City Park Rules & Regulations* will be enforced and vendor approval will be considered a permitted activity.
- Glass containers are ***prohibited***.
- Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales only to approved items.
- Vendors are required to stay for the duration of the event and are only able to begin tear down once given permission from a Parks and Recreation staff member. Vehicles must stay in the parking area until the event area has been cleared and deemed safe for vehicle traffic.

POWER AND ON-SITE COOKING

Vendors requiring electricity will be required to furnish their own generators. *****All groups using a generator and/or cooking on-site must have a new or inspected 5lb dry chemical fire extinguisher. Your booth will be inspected by the Fire Marshal before the event. If you fail inspection you will not be able operate until your booth is in compliance.***

FOOD VENDORS

Temporary Food Establishment Permit

- All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department and pay the \$50 fee associated with the permit. It is the responsibility of the vendor to contact the Health Department separate from the City of Leander. The City of Leander has no involvement with this permit being issued.
- The Temporary Food Establishment Permit is needed for any group that is serving and/or providing samples of foods. If you have an Annual Mobile Food Establishment Permit with Williamson County this can replace the Temporary Food Establishment Permit Requirement.
- Permit Applications must be submitted to the Williamson County Health District at least two weeks (June 20, 2016) before the event. Permit Applications can be submitted by mail, fax, or email. For more information please visit http://www.wcchd.org/services/food_and_restaurant.

Mail: 303 Main Street, Georgetown, TX 78626 211 Commerce Blvd., Ste. 111, Round Rock, TX 78664	OR:	Fax: 512-930-3110	Email rpetro@wcchd.org
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- Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and *no refund will be made*.
- For questions regarding the Temporary Food Establishment Application please contact Jennifer Straling via email at rpetro@wcchd.org or by phone at 512-943-3620

CRAFT OR GOODS AND INFORMATION/PROMOTIONAL BOOTHS

Vendors may not give away and food or drink items at their booth. The Parks and Recreation Department reserves the right to deny vendor application items to be sold or distributed if they are deemed unsafe or in poor taste. Vendors may not project sound or music that interferes with the event.

Vendors are prohibited from selling items such as sparklers, firecrackers, stink bombs, silly string, ect. We will allow multiple vending booths to sell light up toys and glow items. This is NOT an exclusive sale item!

GAME/CHILDREN'S ACTIVITY

If you have a game or activity that requires a space larger than 15' x 15' please contact Megan Pumphrey at mpumphrey@leandertx.gov or 512-528-2994. We ask that vendors list the activity, ride, game, or attraction on their vendor form and provide a picture if possible. Specialty rides and attractions may require proof of inspection and/or insurance. We will accept 2 Face Painters for this year's Liberty Fest.

CANCELLATION AND REFUND POLICY

Cancellations made in writing to the Parks and Recreation Department before NOON on June 24th may be eligible for a full refund. All refunds are at the sole discretion of the Leander Parks and Recreation personnel. Vendor fee refunds after June 24th will be issued only if it is necessary to cancel the event and is done so by the City of Leander. "No Show" Vendors will not be refunded.

PARKING AND ROAD CLOSURES

Vendor parking will be located in close proximity to the Vendor area. We ask that you move your vehicle as soon as you are done unloading. This will help all groups get unloaded and set-up quickly. Your vehicle will need to be moved to the vendor parking area and your vehicle may not be allowed to be park directly behind your booth. Children are **not** allowed in the area behind the vendors booths or parking area for safety reasons.

There will be various road closures happening the day of the event. Your vendor packet, which you will pick up the week of the event, will have your parking passes which will let you through the road closures. You will have a limited number of passes per booth so please plan accordingly.